

## Memorandum

### Instructions:

**Select** *Bankruptcy OR Adversary*

**Select** *Miscellaneous Activities on Bankruptcy Menu; Notices & Misc Activities on Adversary Menu*

**Enter** case number

**Verify** case number is correct

**Select** Document Event: [Memorandum](#)

**Select** Party

- Party filer not listed, Add/Create New Party

**Browse, Verify and attach** the correct pdf file

- Add attachments, if applicable

**Select** Appropriate Event to which this event relates

**Review Docket Text for accuracy**

- Add prefix if appropriate (agreed, fifth, final, first, fourth, interim, intervener's, joint, second, sixth, supplemental, third, third party)

**Warning!!** Verify entry is correct before submitting.